

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	MEDICAL SURGE CAPACITY COORDINATOR
CLASS CODE:	2640
FLSA STATUS:	EXEMPT
SUPERVISORY STATUS:	NONE
EFFECTIVE DATE:	04/13/2009
DEPARTMENT:	HEALTH - ENVIRONMENTAL HEALTH

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### **JOB SUMMARY**

Under the general direction of the Emergency Response Planner/Coordinator, and in collaboration with the Executive Director / Health and Division Director / Environmental Health, performs professional level community medical surge capacity planning and coordinating work for the Utah County Health Department according to conditions of the Assistant Secretary for Preparedness and Response (ASPR) Grant.

### **ESSENTIAL FUNCTIONS**

Organizes and facilitates the formation of a County/Regional Medical Surge Capacity Healthcare Coalition; develops and maintains the Utah County/Regional Community Medical Surge Capacity Plan; coordinates the plan with the Utah Department of Health, other federal, state, or local government entities and with various response agencies, volunteer organizations, businesses, and private industries.

Performs administrative, technical, and planning duties in integrating community medical surge capacity plans with bioterrorism and emergency response plans and activities for other emergency management programs.

Coordinates the department's Medical Reserve Corps efforts by insuring that the Corps meets regularly, recruiting new members, and conducting community response exercises coordinated with the department.

Assists the Emergency Response Planner/Coordinator with coordination, integration, and implementation of all emergency response plans and procedures from various jurisdictions, governmental entities, private industries, utility companies, etc.

Employs standard emergency management concepts and strategic methodologies when conducting regular review of local, state, federal, and private industry community medical surge capacity response plans.

Works in conjunction with the Public Information Officer and department administrators to promote awareness of medical surge capacity response plans and procedures.

Provides requisite planning activity reports, budget submissions, and/or other required documentation for federal and state medical surge capacity response funding sources.

Assists with development of operational drills and/or exercise scenarios designed to train, test and evaluate medical surge capacity and other emergency response concepts or standard operating guidelines; adjusts plans, procedures or protocols to improve efficiency as appropriate.

Participates in related training programs as directed, completing courses, workshops, seminars, and other training to keep abreast of emergency planning issues and concepts.

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Responds to public health emergencies as required by the department or division administration; carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable Knowledge of:** Principles, practices and techniques involved in emergency management and issues specific to medical surge capacity; principles and practices of governmental and public health agency structures and resources.

**Basic Knowledge of:** Budget development and fiscal management.

**Skill in:** Utilizing organization and planning techniques; public relations and public speaking; operating a computer and utilizing general software applications; operating communication equipment such as 800 Mghrtz radios, short distance walkie/talkie type radios, cellular devices, etc.

**Ability to:** Establish and maintain effective working relationships with other government and public health officials, private healthcare organizations, emergency response agencies, employees, agencies, volunteers, and the public; communicate effectively verbally and in writing;

### **PHYSICAL DEMANDS**

**Frequently:** Sits at a desk or table; walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail.

**Regularly:** Lifts or otherwise moves objects weighing up to 30 pounds; drives a motor vehicle.

**Occasionally:** Conducts training and emergency response activities in a full-body protective suit with appropriate respirators.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is generally performed in an environmentally controlled office setting. Occasional emergency response activities require working in a full-body protective suit with respirator protection from potential biological, chemical or nuclear material hazards.

### **EDUCATION AND EXPERIENCE**

Bachelor degree in a field related to public health, biological sciences, community health, emergency management, planning, hazard assessment, or public administration and two (2) years of emergency management or other related work experience. Equivalent combinations of education and experience may also be considered.

Selected applicants may be subject to a background check.

### **LICENSING AND CERTIFICATION**

Applicants must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Incumbent may be required to successfully complete training courses as recommended and made available through the Utah Comprehensive Emergency Management (CEM) Division and the Federal Emergency Management Agency (FEMA).

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.